

Michigan Department of Education Child and Adult Care Food Program (CACFP)

How to Apply – Centers

The application for the Child and Adult Care Food Program (CACFP) for child and adult day care centers (single site) and sponsors of centers (multiple sites) is web-based.

Step 1: Register with the Contract and Payment Express (C&PE).

Registering with the Office of the State Budget is required to receive payment from the State of Michigan. If your institution is already registered with the C&PE go to Step 2.

- Go to www.michigan.gov/cpexpress on the Internet
- Click on "Go to C&P Express"
- Click on the "New User" button to register

The screenshot shows the Michigan State Budget Office website. The header includes the State of Michigan seal, the text "State Budget Office", and the URL "MICHIGAN.GOV". Below the header is a navigation bar with links: "Michigan.gov Home", "Budget Home", "Budget and Office of Financial Mgmt. FAQs", "Site Map", "Contact Budget", and a search box. A sidebar on the left lists various sections: "Office of Financial Management", "Office Responsibilities", "Recovery Act in Michigan", "Financial Reports", "Vendor Information/Forms", "Executive Budget", "Budget Process", "News & Publications", "Financial Reports", "Inside the State Budget Office", "Office of Internal Audit Services", and "Michigan Recovery & Reinvestment Plan". The main content area is titled "Welcome to Contract & Payment Express (C&PE)". It features a "Go to C&P Express" button and a large blue arrow pointing to it with the text "Click on Go to C&P Express". Below this, there are links for "FAQs", "Keywords", and "Contact Us". A note states: "When you are ready to register, please click on the 'Go to C&P Express' button." A "HEADLINES" section follows, containing three items: 1. "IMPORTANT NOTICE REGARDING ELECTRONIC PAYMENTS DEPOSITED INTO FOREIGN ACCOUNTS" with a brief explanation and a link to "Multiple Bank Accounts Overview Training". 2. "State of Michigan payees are able to direct EFT payments into multiple bank accounts. The direct deposit (EFT) sign up process is completely paperless." with a link to "C&PE Pre-Registration Overview Training". 3. "C&PE Pre-Registration Overview Training" with a note that it is suggested for those registering for the first time.

State Budget Office
Department of Technology, Management & Budget

MICHIGAN.GOV
Michigan's Official Web Site

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Michigan Recovery & Reinvestment Plan

Printer Friendly Text Version A- A+ Text Size Share

Welcome to Contract & Payment Express (C&PE)

FAQs Keywords Contact Us **Go to C&P Express**

Click on Go to C&P Express

When you are ready to register, please click on the 'Go to C&P Express' button.

HEADLINES

- **IMPORTANT NOTICE REGARDING ELECTRONIC PAYMENTS DEPOSITED INTO FOREIGN ACCOUNTS**
After September 18, 2009, if electronic payments from the State of Michigan are deposited into a U.S. account and then are automatically redirected to a foreign account, the electronic transmission may fail. Please contact your financial institution to determine what options are available to ensure continued electronic transmission of your payments.
- State of Michigan payees are able to direct EFT payments into multiple bank accounts. The direct deposit (EFT) sign up process is completely paperless.
- **Multiple Bank Accounts Overview Training** Suggested for previously registered business payees
- **C&PE Pre-Registration Overview Training**
Suggested for those registering for the first time

Step 2: Obtain a Data Universal Numbering System (DUNS) Number.

A DUNS number is required for all recipients of Child Nutrition Program (CNP) funds. A unique nine-digit number is obtained and used to track how federal money is distributed. It may take several days to obtain your number. If your organization does not have a DUNS number or you need to verify whether or not you have a DUNS number:

- Go to www.whitehouse.gov/omb/grants/duns_num_guide.pdf for instructions

Note: the spaces are an “underscore” as in

“[www.whitehouse.gov/omb/grants/duns\(underscore\)num\(underscore\)guide.pdf](http://www.whitehouse.gov/omb/grants/duns(underscore)num(underscore)guide.pdf)”

- Once you have obtained your DUNS number, it must be entered into the Education Entity Master (EEM), see below. Once that number has been entered into EEM, it will prefill in your CACFP application on the Sponsor Information page.

STEP 2 MUST BE COMPLETED PRIOR TO BEGINNING STEP 3

Step 3: Create Agency Profile in Education Entity Master (EEM).

Creating a profile in EEM is required in order to access any Michigan Department of Education (MDE) web-based application. Creating a profile is necessary to:

- Generate your agency entity number/agreement number
- Provide grant users access to EEM

A short manual provides directions for **creating** your agency profile.

Go to www.michigan.gov/cacfp on the Internet

- Scroll down to “How To Apply”
- Click on “Create Agency Profile” in EEM
- Print or bookmark manual for easy reference

If your agency already has a profile you may need to add a recently acquired DUNS number into EEM. Go to www.michigan.gov/eem to the “Single Sign-on” screen, locate the “Authorized User Login” and follow the instructions.

Continued, next page.

Step 3: Create Agency Profile in EEM (con't).

The screenshot shows a website navigation menu with the following sections:

- What's New**
 - [Fiscal Year 2012 Program Analyst Territories by County](#) DOC
 - [CACFP Staff Directory](#) DOC
 - [CACFP Meals Served/Payment Fact Sheet](#) DOC
 - [Fiscal Year 2011 School Data for Tiering and At-Risk](#) PDF
 - [Fiscal Year 2011 School Data for Tiering and At-Risk](#) XLS
- Program Information**
 - [Afterschool Snacks](#)
 - [Emergency Shelters](#)
 - [Child Care Centers](#)
 - [Family Day Care Home Sponsors](#) PDF
- FAQs**
 - [What are frequently asked questions related to centers?](#)
 - [What are frequently asked questions related to day care homes?](#)
 - [What are frequently asked questions about emergency shelters?](#) DOC
 - [What are frequently asked questions related to at-risk afterschool snack/suppers?](#) DOC
 - [What are the meal pattern requirements?](#) DOC
 - [What are the infant meal pattern requirements?](#) DOC
 - [What are the current reimbursement rates for centers?](#) DOC
 - [What are the reimbursement rates for day care homes?](#) DOC
 - [What are the reimbursement rates for sponsors of day care homes?](#) DOC
- How to Apply**
 - [Create Agency Profile in EEM](#) PDF
 - [How to Apply - Centers](#) PDF
 - [View Sample Application](#) DOC
 - [For-Profit Eligibility Procedures](#) DOC

A large blue arrow points from the 'Create Agency Profile in EEM' link to the text: **Click on Create Agency Profile in EEM**


Step 4: Create a Michigan Education Information System (MEIS) account number.

A MEIS account is required to access any Michigan Department of Education (MDE) web-based application. If you already have an MEIS account number go to Step 5.

- Go to www.michigan.gov/meis on the Internet
- Under "Authorization Information" click on "Create an MEIS Account"
- Create your MEIS account number

- Print or write down the MEIS account number, login and password. As with any passwords, keep it secure and do not share your login with others.

Step 4: (con't)


Department of Education  **Michigan.gov**
An Official State of Michigan Web Site

[MDE Home](#) | [Site Map](#) | [FAQ](#) | [Contact MDE](#) | [Keywords](#) | [Online Services](#)

A- A+ Text Size

Welcome

MEIS User Management v1.4

 To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category...

MEIS Data Submission Applications

Mich Online Educator Certification System (MOECS)

- [Michigan Online Educator Certification System](#)

Authorization Information

- [Create an MEIS Account](#)
- [MEIS Authorized User Removal](#)
- [Verifying Your MEIS Authorized Users](#)

Click on Create an MEIS Account

MI Business One Stop

- Departments/Agencies
- Online Services
- Surveys
- RSS Feeds

MDE Quick Links

- Contact MDE
- Michigan eLibrary (MeL)
- MI Online Resources for Educators
- ISD Financial Reports
- Notices & Public Comments
- Directory of Schools
- No Child Left Behind
- Recognition Programs
- Family FUNdamentals Pre K-3 Learning Activities

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Step 5: Complete and submit a Child Nutrition Security Agreement.

The security agreement is required to gain access to the CACFP application.

- Go to www.michigan.gov/meis on the Internet
- Under "Child Nutrition Programs" click on "Child Nutrition Program Security Agreement"
- Print a copy of the Security Agreement form
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 – 48 hours to allow time to process the agreement

Step 5: (con't)



Department of Education



Michigan.gov

All Official State of Michigan Web Site

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Search

Grants

- > Archive: Active/Historical Grant Programs
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- > Other Federal and Private Grant Sources
- > Michigan Electronic Grant System (MEGS)
- > MEIS (Michigan Education Information System)

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Library Programs & Collections

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Go

MEIS Data Submission Applications

Mich Online Educator Certification System (MOECS)

- Michigan Online Educator Certification System

Authorization Information

- Create an MEIS Account
- MEIS Authorized User Removal Request PDF
- Verifying Your MEIS Authorized Users

Adequate Yearly Progress and Education YES!

- Michigan School Report Card
The Michigan School Report Card is designed to provide parents, teachers, school administrators and the general public with a comprehensive view of school performance and student achievement.

> More
- AYP Security Agreement PDF

Cash Management System (CMS)

- Podcast: CMS Overview Video
- Cash Management System (CMS)

Child Nutrition Programs (CNP)

- Program Applications
 - Michigan Electronic Grants System Plus (MEGS+)
 - Child Nutrition Application Program (CNAP)
- Claim Forms
 - Child and Adult Care Food Program (CACFP) - SM-4213-C
 - Schools Meals Program - SM-4012-SL
 - Summer Camp Special Milk Program - SM-4012-SC
 - Summer Food Service Program (SFSP) - SM-4012-SF
 - Child and Adult Care Food Program (CACFP) - SM-4012-CA
- Year End Report School Meals Program - SM-4012-ER
- LEARS-Verification Summary Report
- MiND Michigan Nutrition Data System
- Child Nutrition Program Security Agreement PDF

MI Business One Stop

Departments/Agencies

Online Services

Surveys

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MDE Quick Links

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Click on Child Nutrition Program Security Agreement

Step 6: Complete the CACFP Application.

- Go to www.michigan.gov/meis on the Internet
- Click on the "Michigan Electronic Systems Plus (MEGS+)" link
- You *may* want to place this site in your "favorites" for easy access for submitting monthly claims

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MEIS Data Submission Applications

Mich Online Educator Certification System (MOECS)

- [Michigan Online Educator Certification System](#)

Authorization Information

- [Create an MEIS Account](#)
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- [Verifying Your MEIS Authorized Users](#)

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[More](#)
- [AYP Security Agreement](#) PDF

Cash Management System (CMS)

- [Podcast: CMS Overview Video](#)
- [Cash Management System \(CMS\)](#)

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
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 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)

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 - Family FUNdamentals Pre K-3 Learning Activities
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Click on Michigan Electronic Grants System Plus (MEGS+)

Step 6: Complete the CACFP Application (con't).

- Enter your login and password (obtained in Step 5)
- Select the *fiscal year* for the application under "Start an Application." (Fiscal year starts October 1 and ends September 30)
- Click on "Help" on the "Main Menu" for instructions on how to complete the application
- Complete and submit the application

Michigan.gov Department of Education

Michigan.gov IntelliGrants Home Grant Portal Home

MEGS+ Home Contact MDE MDE Home

Enter your Username and Password

Login
Username
Password
LOGIN

Welcome to the Michigan Electronic Grants System, MEGS+.

This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your Username and Password in the text boxes and click the "Login" button to begin using MEGS+.

If you forgot your password or username, please visit:
cepi.state.mi.us/MEIS/Login.aspx

Approval and Record Keeping Requirements

Upon approval of your application MDE will send a message via e-mail and an approval letter to the address you provided on the application. A member of our staff will contact you to schedule on-site training on CACFP policies and procedures. The actual date to begin claiming reimbursement for meals will be determined at this training. Start keeping records to support meal reimbursement such as:

- Menus
- Meal attendance
- Receipts and invoices for food and food service supplies
- Income Eligibility Statements, if applicable

Record keeping forms are available on the Internet at www.michigan.gov/cacfp. Scroll down to "Forms and Instructions" and click on "Independent Centers and Sponsors of Centers."

Questions?

Contact the CACFP at 517-373-7391 or e-mail at MDE-CNAP-CACFP@michigan.gov